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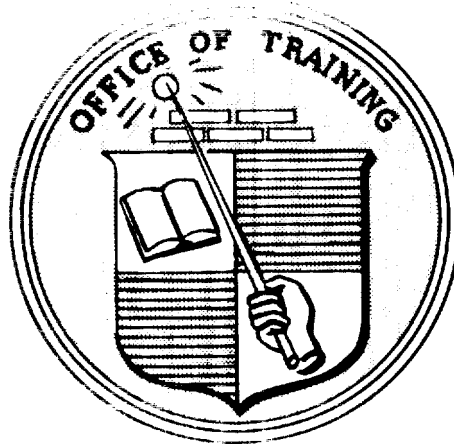
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# OFFICE OF TRAINING BULLETIN

NUMBER 42

SEPTEMBER 1958



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# The Bulletin Board

## CORRESPONDENCE COURSES OUTLINED IN GUIDE

For the benefit of employees of the Agency who may be interested in correspondence courses, the Information Branch/R/TR, 2605 Quarters Eye, has a current copy of the Guide to Correspondence Study. This brochure, published by the National University Extension Association, contains a listing of correspondence courses available through fifty-four regionally accredited colleges and universities that are members of the NUEA. Listings are divided into areas of study so that you may easily find the name of the institutions offering courses in which you are interested. Details of credits, fees, degrees, and admission requirements are also summarized.

The guide is available for reference in Room 2605 Quarters Eye; inquiries may also be made by calling extension 4625 or 8271.

## INTELLIGENCE EXHIBITS IN OCTOBER

The Support and Intelligence Products Exhibits, scheduled to be presented in October, again will be open to employees of the Agency. Each of these is shown in conjunction with the current Intelligence Orientation Course.

### Scheduled dates:

Support Exhibit  
Wednesday 29 October  
1400 - 1600 hours

Intelligence Products Exhibit  
Thursday 30 October  
0930 - 1200 hours

## LANGUAGE PROFICIENCY AWARDS

To date, 619 language proficiency awards have been granted. Fifty-five percent of this total has been in Maintenance Awards; 45 percent Achievement. The largest award was \$600; the smallest, \$25.

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PROFESSORS [REDACTED]  
REJOIN OTR

CLERICAL SKILLS QUALIFICATIONS TESTS  
SCHEDULED FOR OCTOBER

25X1A5a1

Professors [REDACTED]

25X1A5a1

[REDACTED] to the Office of Training to conduct their 1958-1959 schedule of courses.

Tests in shorthand and typewriting for employees who are required to meet the Agency's standards in these skills will be conducted on:

25X1A5a1

[REDACTED] first of two Effective Writing classes will begin on Thursday, 9 October and will extend through Thursday, 13 November: sessions are from 0930 to 1130 each day.

Monday, 13 October  
Typewriting 1315 hours  
Shorthand 1400 hours

Monday, 27 October  
Typewriting 1315 hours  
Shorthand 1400 hours

The course is for professional employees and stresses particularly, the fundamental principles of expository writing. Lectures are supplemented by class participation in written exercises and discussions. Each student must submit an original piece of writing which is analyzed by [REDACTED] and is later discussed by him with the individual personally.

They are given in Room 508 1016 16th Street, N.W. Supervisors who wish to register their employees for the tests should do so through the Personnel Placement Officers.

25X1A5a1

During the ensuing nine months, [REDACTED] will conduct three runnings of Conference Techniques and two of Effective Speaking. (One of the latter is presently in session.) The first "Techniques" course will begin on 20 October and will continue for six weeks. These classes meet on Mondays and Wednesdays from 0930 to 1130.

The Office of Training has a Clerical Refresher Program in which the different levels of shorthand and typewriting are taught. Employees who do not qualify at the Agency's level may be enrolled in one of the scheduled programs.

25X1A5a1

In the early sessions of Conference Techniques, [REDACTED] discusses the principles basic to conducting group conferences. Meanwhile, he assigns each student the responsibility for leading the group in about a forty-minute discussion. Intensive critiques are given as part of each of these discussions.

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AMA Membership for Agency

The Office of Training has recently obtained a company membership in the American Management Association. Of particular benefit is that the membership entitles us to reduced enrollment fees for Agency employees at AMA's conferences. We are entitled to receive magazines, pamphlets, and other publications related to the subject matter covered in the various general Divisions of the Association. However, one caution should be mentioned: membership does not carry with it any increase in the present number of Agency personnel who may attend AMA's Institutes and other meetings.

New Publications by AMA

The American Management Association has published a number of books within the past year and we are listing the titles for the benefit of our readers who may wish to purchase any of them for their professional or personal use. Brief reviews of each are given in the circular, AMA Bookshelf, available for reference in the Information Branch Room 2605 Quarters Eye. Titles are:

Supervisory Responsibility and Authority  
Selection of Management Personnel  
Management in Action: The Art of Getting Things Done  
Through People  
People At Work: The Human Element in Modern Business  
Planning and Developing the Company Organization Structure  
Top Management Decision Simulation  
Manual of Employment Interviewing  
Recruiting and Selecting Office Employees  
Men, Machines, and Methods in the Modern Office  
Operations Research Reconsidered  
Management Creeds and Philosophies  
Effective Communication on the Job: A Guide to Employee  
Communication for Super-  
visors and Executives  
Developing Executive Skills: New Patterns for Management Growth

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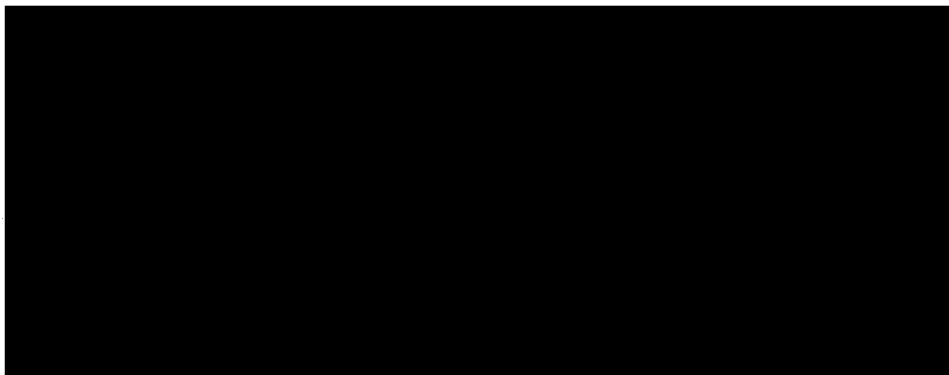
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NOONTIME MOVIE SCHEDULE

SEPTEMBER AND OCTOBER

Employees of the Agency are invited to attend films scheduled to be shown during September and October at 1200 hours in Room 1-82 Quarters Eye. Some films are factual; others, feature. Those who may wish to improve foreign language skills or to acquire additional knowledge of one of the areas identified in a title, will find films of considerable benefit. Permission to attend should be obtained from supervisors.

25 September Thursday	"Prelude to Madness." Italian film. 90 minutes.
1 October Wednesday	"The Prisoner." English commercial film showing Communist methods of brainwashing and interrogation. 90 minutes.
7 October Tuesday	"Adventures of Brave Soldier Schweik." German film. 48 minutes.
15 October Wednesday	"In the Pacific Ocean." Russian film. 71 minutes.
23 October Thursday	"Barrio de Pasiones." Spanish film. 85 minutes.

Occasionally it may be necessary to substitute a film for one listed. Inquiries about the schedule and those related to the films may be made of [redacted] on extension 2381.

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## LANGUAGE AND AREA TRAINING

Full-time Language Training

Applications for full-time study in languages should be submitted through the Training Officer to the Registrar/TR. They should be initiated well in advance (6 weeks, if possible) of scheduled starting dates in order to ensure sufficient time for examination by a Qualifications Review Panel whose approval is necessary before full-time training can be authorized.

Full-time instruction includes reading, speaking, and writing (RSW), except as indicated in Advanced Chinese.

<u>Course</u>	<u>Date of Application Registrar's Office</u>	<u>Dates of Course</u>
Chinese (Advanced) RW	Immediately	1 Oct 58 - 10 Sep 59
French (Intermediate)	Immediately	13 Oct 58 - 19 Dec 58
German (Intermediate)	Immediately	6 Oct 58 - 12 Dec 58
Japanese (Basic)	Immediately	6 Oct 58 - 24 Jul 59

Part-time Language Training

Applications for part-time language training should be submitted to Registrar/TR, at least two weeks before the starting date of a course.

Arabic (Classical) Basic Reading Two 2-hour classes a week	Immediately	6 Oct 58 - 24 Jul 59
Arabic (Jerusalem) Basic RSW - Phase I Three 2-hour classes a week	Immediately	6 Oct 58 - 6 Mar 59
Arabic (Classical) Workshop - Reading One 3-hour class a week	Immediately	6 Oct 58 - 6 Mar 59

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Part-time Language Training (contd)

<u>Course</u>	<u>Date of Application Registrar's Office</u>	<u>Dates of Course</u>
French (Basic) Reading Three 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
French (Basic) RSW - Phase I Five 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
German (Basic) Reading - Phase I Three 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
German (Workshop) Reading One 1-hour class and One 3-hour class a week	Immediately	13 Oct 58 - 19 Dec 58
German (Intermediate) RSW Three 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
Japanese (Basic) RSW - Phase I Three 2-hour classes a week	Immediately	6 Oct 58 - 6 Mar 59
Romanian (Basic) Reading Three 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
Romanian (Basic) RSW - Phase I Five 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
Spanish (Basic) Reading Three 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58

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Part-time Language Training (contd)

Spanish (Basic) RSW - Phase I Five 2-hour classes a week	Immediately	13 Oct 58 - 19 Dec 58
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Area Training

Basic Country Survey

Italy 0900 - 1230 hours Tuesday and Thursday Room 2132 Eye Building	Immediately	30 Sep 58 - 4 Dec 58
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Regional Survey

East Asia 1400 - 1630 hours Monday, Wednesday & Friday Room 2132 Eye Building	20 Oct	3 Nov 58 - 23 Jan 59
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Soviet Bloc	-----	3 Nov 58 - 28 Jan 59 (Canceled)
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Integrated Language and Area

Germany Daily (Full-time) Room 1926 Quarters Eye	Immediately	6 Oct 58 - 12 Dec 58
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France Daily (Full-time) Room 1926 Quarters Eye	29 Sep	13 Oct 58 - 19 Dec 58
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Regional Survey - East Asia

3 November 1958 - 23 January 1959

25X1A9a The fourth offering of the Language and Area School's Regional Survey, "East Asia", is scheduled to start on Monday, 3 November, and will continue through Friday, 23 January. Classes will meet on Monday, Wednesday and Friday from 1400 to 1630 hours in Room 2132 Eye Building. Anyone who wishes to attend the course should arrange for a pre-enrollment interview with the Chief Instructor, [REDACTED]. Applications for attendance should be in the office of the Registrar/TR on or before Monday, 20 October. Prospective students should, therefore, make an appointment with [REDACTED] (extension 8441) as soon after 1 October as possible. 25X1A9a

This regional survey includes a study of the social, political, and economic development of Japan, China and related areas in East Asia since 1800, with special reference to the impact of Russia, the United Kingdom, Western Europe and the United States on the area. The major emphasis will be directed toward the peoples and their societies in East Asia, against a background of the intersection of national drives and rivalries. The course is intended primarily for those who already have some knowledge of the area. Outside reading and a term problem will be assigned.

Schedule

I. Setting the Stage

Monday 3 November	1400-1530	Introduction to the course: What makes a society? What are the problems of intermeshing and conflicting societies? How do alien influences affect a society?
	1540-1630	Assignment of term problems. Short quiz.
Wednesday 5 November	1400-1630	The physical elements: terrain, food and water, weather and current, etc.
Friday 7 November	1400-1530	The people of East Asia: who they are and from where they came.
	1540-1630	Reading period.

II. Historical Backgrounds

Monday 10 November	1400-1530	Western Europe and Russia before 1815: their own development and their contacts with East Asia.
	1540-1630	The American Republic and East Asia.
Wednesday 12 November	1400-1530	China's History to 1850.
	1540-1630	Reading period.

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II. Historical Backgrounds (contd)

Friday	1400-1530	Japan through the Tokugawa Shogunate.
14 November	1540-1630	Reading period.

III. East Asia and the West in the 19th Century

Monday	1400-1530	The Structure of Chinese Society in the 19th
17 November	1540-1630	Century: political, economic and cultural.
		Film
Wednesday	1400-1530	The Great Powers in China before 1900: Part I
19 November	1540-1630	Reading period.
Friday	1400-1500	The Great Powers in China before 1900: Part II
21 November	1510-1630	Reading period.
Monday	1400-1530	The Structure of Japanese Society in 1854:
24 November	1540-1630	political, economic and cultural.
		Discussion period.
Wednesday	1400-1530	The Meiji Restoration: 1857-1890.
26 November	1540-1630	Reading period.
Friday		No class.
27 November		
Monday	1400-1500	Japan and the West in the 19th Century.
1 December	1510-1630	Test

IV. Growth and Conflict in the 20th Century

Wednesday	1400-1530	The Revolution Comes to China: 1895-1920.
3 December	1540-1630	Discussion period.
Friday	1400-1530	Japan's Emergence as a Great Power: 1895-1920.
5 December	1540-1630	Reading period.
Monday	1400-1530	Russia in Asia: 1895-1920.
8 December	1540-1630	Reading period.
Wednesday	1400-1530	Sino-Japanese Relations: 1920-1937.
10 December	1540-1630	Reading period.
Friday	1400-1530	The Rise of Communism in East Asia: 1920-1937.
12 December	1540-1630	Discussion period.

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IV. Growth and Conflict in the 20th Century (contd)

Monday	1400-1530	Japan and the Western World: 1920-1937.
15 December	1540-1630	Reading period.
Wednesday	1400-1630	Cultural Influences and Changes in China and Japan:
17 December		1900-1941.
Friday	1400-1630	Films: The Struggle for China Sina-no-yoru.
19 December		(China Nights)

Christmas Holidays

Monday	1400-1530	The Sino-Japanese War of 1937-1941.
5 January '59	1540-1630	Reading period.
Wednesday	1400-1530	The Road to Disaster for Japan: 1937-1941.
7 January	1540-1630	Reading period.
Friday	1400-1530	Japan's War with the West: 1941-1945.
9 January	1540-1630	Reading period.

V. The Aftermath of War

Monday	1400-1530	Collapse in China: The Chinese Communists take
12 January		over: 1945-1955.
	1540-1630	Reading period.
Wednesday	1400-1530	Occupation and Peace in Japan: 1945-1955.
14 January	1540-1630	Discussion period.
Friday	1400-1530	The Moscow-Peking Axis.
16 January	1540-1630	Reading period.
Monday	1400-1630	China Today.
19 January		
Wednesday	1400-1630	Japan Today.
21 January		
Friday	1400-1630	Presentation of Class Problem; Critique, and
23 January		Conclusions.

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# External Training

## Air Transportation Institute

The American University's School of Business Administration will hold its Twelfth Air Transportation Institute from 10 November to 21 November 1958. This is an intensive study of air transportation which emphasizes as the over-all task of management, coordination of the varied activities resulting from current specializing of functions. It is designed particularly for executives who are preparing for positions of increasing responsibilities.

Outstanding specialists drawn from those practicing in the field will conduct the lecture discussion sessions. Field trips to transportation facilities, visits to Government and other agencies, and films will supplement the classroom work. The program is divided into the following major topics:

- Organization of Air Transportation in the United States
- Operations of Commercial Airlines of the United States
- Special Traffic Problems
- Government and the Commercial Airlines
- Field Trips

A copy of the schedule is available for reference in the Information Branch, 2611 Quarters Eye.

## Management Institutes

The American Society for Public Administration will hold two Management Institutes during the remaining months of 1958. The first, the Northeastern Institute, is scheduled for 20 October to 25 October in Swampscott, Massachusetts. The Southwestern Institute will be held from 30 November to 5 December in Albuquerque, New Mexico. Participants will be from all sections of the country and will be representatives of each level of federal, state, and local Government.

The programs have been developed to give registrants a top-management, organization-wide point of view. Emphasis will be placed on developing

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Management Institutes (contd)

management perspective, improving problem-solving ability, and broadening understanding of the administrator's role. The method of instruction will include small group workshops under the guidance of competent leaders, case studies to provide a common discussion framework and focus, informal consultation with leading authorities in specialized fields, and carefully planned lectures conducted in a question and answer atmosphere. Audio and visual instructional materials will be used.

Programs at both Institutes will cover:

- Administrative Leadership
- Organizing to Achieve Program Objectives
- Human Relations: Translating Individual Motive into Group Purpose
- Environment of Executive Action
- Improving Decision Making Processes
- Communication within the Organization: Problems and Approaches
- Administrator's Role in Inter-agency Relations
- Design and Utilization of Staff Services

Effective Utilization of Machine Accounting Systems

The Finance Division of the American Management Association has scheduled a workshop on Effective Utilization of Machine Accounting Systems at The Hotel Astor in New York City. The dates of this multiple-unit seminar are 8 October to 10 October and 10 November to 12 November 1958 and registration must be for both units. Registrants will be required to bring case histories for presentation and discussion at the second, three-day session.

Topics include:

- Objectives of a Tabulating Machine Operation
- Specific Definition of the Work to be Done
- Scheduling of Jobs and Operations
- Maintaining Control of Operations, Accounting Control and Internal Control
- Collecting Operating Data
- Operator Training
- Evaluate and Improve
- Evaluating New Applications
- Evaluating New Equipment

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# Registrar's Reminders

Information on content of courses can be obtained from Training Officers, the Information Branch/R/TR, and from the OTR Catalog. Approval and sponsorship of a supervisor are necessary to register in a course. Applications should be submitted through Training Officers to Registrar/TR, by the close of business of the date indicated.

<u>Course</u>	<u>Date of Application Registrar's Office</u>	<u>Dates of Course</u>
25X1A * Administrative Procedures 136, [REDACTED]	3 Nov (Ph I) (Ph II)	12 Nov - 26 Nov 1 Dec - 5 Dec
25X1A Budget and Finance Procedures 149, [REDACTED]	3 Nov	10 Nov - 21 Nov
Clerical Refresher Program Hours arranged after completion of pre-test 508, 1016 16th St.	13 Oct	20 Oct - 14 Nov
Pre-testing for the Clerical Refresher Program is scheduled in Room 508, 1016 16th Street as follows:		
16 October		
Typing	0900 - 1000	
Shorthand	0930 - 1100	
English Usage	1100 - 1200	
* Communist Party Organization and Operations Daily 0830 - 1230 hours 2202 Alcott	29 Sep	6 Oct - 31 Oct
Conference Techniques Monday and Wednesday 0930 - 1130 hours 2025 R & S	13 Oct	20 Oct - 29 Nov

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<u>Course</u>	<u>Date of Application Registrar's Office</u>	<u>Dates of Course</u>
Dependents' Briefing 117 Central	(Consult Training Officer)	7 Oct - 8 Oct
Effective Speaking Mon. & Wed. 0930 - 1130 hours 2025 R & S	24 Nov	1 Dec - 23 Jan
Effective Writing Tues. & Thurs. 0930 - 1130 hours 2025 R & S	29 Sep	9 Oct - 13 Nov
Instructional Techniques	10 Nov	17 Nov - 21 Nov
** Intelligence Orientation DDI, DDS (Ph I only) 2241 R & S	13 Oct	20 Oct - 31 Oct
Intelligence Research - Maps Mon., Wed., Fri. 0900 - 1200 hours 2029 R & S	27 Oct	3 Nov - 21 Nov
Management - Basic GS 11-13 Daily 0830 - 1230 hours 155, [REDACTED]	6 Oct	13 Oct - 24 Oct
25X1A6a		
* Operations Support 136, [REDACTED]	29 Sep	6 Oct - 7 Nov
25X1A6a		
Supervision - Basic GS 12-14 Daily 0830 - 1230 hours 155, [REDACTED]	20 Oct	27 Oct - 7 Nov
25X1A6a		
Supervision - Introduction to GS 5-7 Daily 0830 - 1230 hours 155, [REDACTED]	29 Sep	6 Oct - 10 Oct
25X1A6a		
Writing Workshop 0900 - 1200 hours 1st Wk: Mon., Tues., Thurs. Last 3 Wks: Tues., Thurs. 2027 R & S	27 Oct	3 Nov - 28 Nov

\* Please indicate phase in which employee is to be enrolled  
\*\* Enrollment limited to 40 students



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Titles are identified in the CS edition (TR CC 100-1) of the OTR Catalog, January 1957.

0-2	20 Oct	3 Nov - 12 Dec
0-4	13 Oct	20 Oct - 7 Nov
0-6	22 Dec	5 Jan - 30 Jan
0-8	24 Nov	1 Dec - 12 Dec (previously scheduled 24 Nov - 12 Dec)
0-10	22 Dec	5 Jan - 16 Jan
0-12	10 Nov	24 Nov - 19 Dec (previously scheduled 17 Nov - 12 Dec)
0-13	29 Sep	6 Oct - 24 Oct
0-15	17 Nov	24 Nov - 12 Dec (previously scheduled 20 Oct - 7 Nov)
0-17	29 Sep	13 Oct - 7 Nov
0-24	10 Nov	24 Nov - 19 Dec
0-25	13 Oct	20 Oct - 7 Nov
0-27	29 Sep	6 Oct - 17 Oct
0-28	6 Oct	13 Oct - 17 Oct
0-29	5 Jan	12 Jan - 30 Jan
0-30	29 Sep	13 Oct - 7 Nov

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